

C O N F I D E N T I A L

Approved For Release 2002/05/14 : CIA-RDP78-05244A000200080035-0

16 December 1976

OFFICE OF FINANCE NOTICE NO. 3-77

SUBJECT: Administration of Agency Financial System (AFS)

25X1A 1. This is to announce the designation of [] as 25X1A Administrator, Agency Financial System (AFS). The data base consists of the accounting and budget subsets commonly referred to as the General Accounting System (GAS) and the Financial Resources System (FRS). Mr. [] responsibilities in this capacity are broader than those previously exercised by [] as Financial Resources System (FRS) 25X1A Administrator.

25X1A 2. On the basis of a recent agreement with the Comptroller and the Director of Data Processing concerning the responsibilities of the Director of Finance for the effective management of the Agency Financial System Data Base [] will exercise the following responsibilities on my behalf. He will of course consult with me on actions that involve resource requirements or policy considerations that warrant my personal attention.

a. Review all requests, from whatever source, for both new or enhanced on-line and hard copy reporting capabilities and approve or disapprove them as appropriate; determine the priority of each approved request.

b. Plan and develop in coordination with the Office of the Comptroller and the senior Directorate Budget Officers the schedule of Data Base readiness and reporting for the various Agency budget exercises.

c. Establish, in coordination with the responsible ODP elements, the production schedule for Data Base availability and output.

d. Coordinate with the Office of Data Processing all longer range requirements of the Office of the Comptroller for their impact on the existing system and on future development work by the Office of Data Processing.

e. Direct and approve all operational acceptance testing for new or enhanced system capabilities or reports.

f. Direct and approve all changes to the Agency Financial System User Manuals.

g. Direct the analysis and preparation of User specifications in support of all on-going system requirements and development enhancements.

C O N F I D E N T I A L

Approved For Release 2002/05/14 : CIA-RDP78-05244A000200080035-0

25X1

C O N F I D E N T I A L

Approved For Release 2002/05/14 : CIA-RDP78-05244A000200080035-0

h. Coordinate with appropriate Office of Data Processing Operating personnel on all technical modifications that impact on-going development or the operational environment of the system.

i. Direct the monitoring, review and resolution of all User related system problems.

j. Exercise full and complete authority over all actions that impact on the stability and integrity of the Agency Financial System Data Base. This authority includes a responsibility, in coordination with ODP and Office of Security, to develop and review security guidelines and procedures for the safeguarding of the system.

25X1A 3. [] will coordinate his activities to the extent appropriate with the Plans and Systems Staff which has primary responsibility for systems development and procedures for the Office of Finance.

25X1A 4. Personnel in the B&F offices are encouraged to maintain a continuing and close dialog with [] and his associates in the Data Base Management Branch on day to day problem areas concerning any aspect of Agency Financial System operations. Your ideas and suggestions for improvements will always be welcome. The Data Base Management Branch at headquarters is in Room 6G-20 Headquarters, [] and in Rosslyn is in Room 511 Key,

25X1A

25X1A

25X1A

[]
Acting Director of Finance

C O N F I D E N T I A L

Approved For Release 2002/05/14 : CIA-RDP78-05244A000200080035-0